

Minutes
Board of Directors of Citizens Nursing Board of Harford County
Monthly Meeting
Thursday, May 24, 2018
9:30 AM

In attendance:

Board Members: Joyce Jordan, Chairperson, Wendell Baxter, Treasurer, Lydia Brennan for Councilman Curtis Beulah, Jackie Panowicz, Gina Shaffer, James Welch and Edward Yoder, members

Staff: Pete Panos, Administrator, Cassie Evering, Administrator in Training, Angie Tysinger, Interim Director of Nursing, and Cindy Quimby, Director of Business Operations

Chairperson Jordan called the meeting to order at 9:35 AM. It was determined there was a quorum in attendance. The April 26th Board meeting was cancelled due to the return visit by the State Survey Team. A motion was made by James Welch and seconded by Jackie Panowicz to approve the minutes from the March 29, 2018 meeting. The motion passed unanimously.

The next regular board meeting is scheduled for Thursday, June 28, 2018 at 9:30 AM.

Report from Angie Tysinger, Interim Director of Nursing

The total overtime hours for the previous three months (February through March) was 1,473 hours. There are currently 18 full time positions available, 5 nurses and 13 GNAs.

Report from Cassie Evering, Administrator in Training

Federal and State exams have been scheduled for the AIT program. The results from our annual survey conducted in late February and early March were received. We received 15 deficiencies, with 1 requiring a revisit (Level G) and a penalty. Our plan of correction was accepted with a date of compliance of 4/21/18. The OHCQ Survey team arrived for their revisit on 4/26/18 and there were no findings.

Report from Pete Panos, Administrator

Written Concerns

There were 2 concerns reported and both have been resolved.

Life Safety Code Survey

The Life Safety Code Survey was conducted on 3/12/18. There were 3 deficiencies: need furniture at front & back entrances secured, need to install 2 sprinkler heads behind dryers in Dryer Room and need to revise the generator testing log on both generators to include percent of load during testing. All were corrected. The plan of correction was accepted.

Family Satisfaction Survey

The results of the family satisfaction survey were distributed to the Board.

CMP received

A civil money penalty was assessed by CMS for the Level G deficiency from our 2018 annual survey. If appeal rights are waived, the penalty will be reduced by 35%.

Report from Cindy Quimby, Director of Business Operations**Census, Volunteers and Visitors**

There were a total of 20 admissions, 21 discharges and 2 deaths in the month of February. There was a total of 27 admissions, 15 discharges and 4 deaths in the month of March. There was a total of 22 admissions, 18 discharges and 3 deaths in the month of April. Volunteer hours for February were 581; March 549 and April 544. The Guild sponsored a Mother's Day Dinner on Saturday, May 12th and also donated towards the cost of the Musical Encounters Activity program.

Human Resources Report

For the months of February, March and April there were a total of 6 new hires (5 GNAs and 1 Maintenance Assistant) and 18 terminations (8 GNAs, 4 Dietary, 3 LPNs, 1 RN, 1 EVS and 1 Activities). The facility wide turnover rate for April 2018 was 3.61% and 1.53% for April 2017.

2018 Building Appraisal

On November 9, 2017, a building appraisal was conducted by Page Appraisal, Inc. who is contracted with the Maryland Department of Health to complete an appraisal every 3 years. This appraisal becomes part of the State's rebasing and rate setting process. Improvements totaled \$19,295,407 and land was valued at \$2,300,000 for a total value estimate of \$21,595,407.

Financial Report

The percentage of occupancy for February 2018 was 91.3%, March 2018 was 88.9% and April was 91.3%. The year to date percent of occupancy is 85.6%. The year to date gain is \$21,450.

FY 19 Budget Presentation

A motion was made by Jackie Panowicz and seconded by James Welch to increase the following rates by 5% effective 8/1/2018. The motion carried. Notification will be sent out by 6/1/18 to current residents and will be given to new and prospective residents by Admissions.

Semi-Private and Private Room rates

Bed Hold rate

Skilled rate

Laundry services

Cable television services

A meeting is scheduled for Thursday, June 21 at 12:30 PM to discuss potential wage increases for employees.

Discussion of Old/New Business

Board members were reminded to complete the Financial Disclosure Statements sent by the County.

In honor of Independence Day, the facility should have a festive display.

Adjournment

The meeting adjourned at 12:05 PM